



STATE OF WASHINGTON
CONSERVATION COMMISSION

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October 13, 2005

TO: Kathleen Drew, Executive Policy Advisor
Office of Financial Management

FROM: Mark Clark, Executive Director
Washington State Conservation Commission

SUBJECT: Sustainable Practices Progress Report

The Washington State Conservation Commission is pleased to submit our report on the agency's Sustainability Practices pursuant to the Executive Order 02-03 and Executive Order 05-01.

Our goal at the Commission has been to conserve our natural resources by providing guidance to the 47 conservation districts within the State of Washington. This report will provide another educating tool for us to be able to measure within our agency and serve as a tangible model to promote sustainability for the conservation districts as well as our partnerships.

We will strive to continually improve our progress in sustainable practices.

Washington State Conservation Commission (WSCC)
2005 Progress Report on Sustainability Executive Order Key Provisions

	REQUIRED ACTIONS	Goals	Progress to Date	Barriers & Challenges	Success Factors	Documented Savings & Environmental Benefits
Green Buildings	Incorporate into all new projects	WSCC is co-located within the Department of Ecology's Lacey headquarters. We have no intentions of building in the future.				
Vehicles	Achieve a 20% reduction in petroleum use by 2009.	Request hybrid vehicles from the Motor Pool when replacing the current vehicles. When possible, use telephonic and other digital means for meetings instead of driving. Carpooling whenever possible.	<p>Vehicles The agency has four vehicles leased from the Motor Pool and one agency owned van. The agency owned vehicle will be purchased by the State Motor Pool.</p> <p>A request for a hybrid vehicle will be submitted.</p> <p>Increased telephonic meetings which ultimately reduce petroleum costs.</p> <p>Although we are a small agency, we have a fleet management plan in place.</p> <p>One hybrid vehicle is leased through the motor pool.</p> <p>Global Positioning Systems are in each of the vehicles and field regions which help reduce driving.</p> <p>Carpooling Staff and Commission Members continue to participate in carpooling opportunities and combine multiple meetings in one trip.</p> <p>Telephonic Meetings Approximately 75% of the staff meetings are held telephonically.</p> <p>Special Commission Meeting All Special Meetings are held telephonically.</p> <p>Telecommuting 2 staff members work in a home office fulltime.</p> <p>Begin monitoring accurate telecommuting hours through time sheets.</p>	<p>Due to the limitations of staff available to carry out the objectives and goals it is difficult to spend the necessary amount of time to track and document.</p> <p>The ultimate decision on receiving a hybrid replacement vehicle is made by the Motor Pool. We will continue to request hybrids and other low emission/fuel efficient vehicles.</p> <p>Commissioners and staff must have the ability to have 'face-to-face' meetings which may or may not increase miles driven to meet the statutory mandates.</p> <p>Position duties and workload challenge carpooling and involvement in the daily CTR Program.</p>	<p>Support from staff, Commissioners, and partnerships for telephonic meetings so there is less travel.</p> <p>Support in carpooling within the agency & partnerships.</p> <p>Global Positioning Systems cut down the time and mileage when traveling.</p>	<p>Because we are a small agency and do not have the staff necessary to document savings and environmental benefits, we are unable to determine those costs at this time. Some of the costs will be approximate.</p> <p>From July 2004 through June 2005 - 72,208 miles have been driven by staff using the agency vehicles. In our last report there were 76,901 miles driven.</p>

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Paper	Reduce lifecycle impacts of paper products	Recycled paper is purchased. Duplex Printers	<p>The agency paper products are purchased by the Department of Ecology. They purchase 95% chlorine free recycled paper.</p> <p>Paper products are recycled through Ecology's program.</p> <p>When printing publications for public use, we request from the state printer to use recycled papers.</p> <p>Duplex printers are in place and staff is using.</p> <p>Publications are sent electronically whenever possible and added to our website for viewing. No hard copies sent.</p>	<p>Cost and quality for specific publications are considered.</p> <p>Costs considered for our clients to print large publications if it was only available online.</p> <p>Due to the limitations of staff available to carry out the objectives and goals it is difficult to spend the necessary amount of time to track and document.</p>	<p>Use of the state purchasing pool to purchase papers and supplies.</p> <p>Using the State Printer for printing of publications, brochures, etc.</p>	<i>See Performance Measures below.</i>
Energy	Achieve gains in energy conservation	WSCC is co-located within the Department of Ecology's Lacey headquarters and participates in all activities pertaining to conservation and sustainability.				
Toxic Chemicals EO 04-01	Reduce use of products with persistent, toxic chemicals.	N/A				
Communications and Education			<p>Sustainability articles in WSCC Newsletter.</p> <p>Field Service Managers encourage districts to practice sustainability.</p> <p>WSCC's Annual Reports reflects the agency and districts efforts in conservation and sustainability</p>	<p>Due to the limitations of staff available to carry out the objectives and goals it is difficult to spend the necessary amount of time to track and document.</p>		N/A

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	REQUIRED ACTIONS	FY 2003 Data	FY 2004 Progress	FY 2005 Progress
Performance Measures	A. Annual petroleum use, vehicle miles traveled and # and type of state vehicles owned B. Number of exception purchases of 4-wheel drive SUVs made C. Amount and type of office paper and janitorial paper products purchased D. Quantity of office paper recycled E. Justification for virgin office paper purchased	Agency Vehicles Miles Driven 116,902 miles POV Miles 198357 miles Office Paper 300 Reams	Fuel Purchases 2671.05 Gallons Average Fuel Efficiency of Vehicles 28.8 mpg33.8 mpg Office Paper 172 Reams – Recycled Quantity of Recycled Paper 100%	Fuel Purchases 2136.8 Gallons Average Fuel Efficiency of Vehicles 33.8 mpg Office Paper 211 Reams – Recycled Quantity of Recycled Paper 100% Virgin Office Paper Quality of paper for photographs and special projects
New or updated goals and objectives		Develop a simple measurement system for accurate reporting.		